

## **ENVIRONMENTAL CODES SUPERVISOR**

### **PURPOSE AND NATURE OF WORK**

Position is responsible, through a staff of inspectors, for education, enforcement, and compliance with, Environmental Ordinances of the City/Parish Council. Incumbent oversees and participates in City/parish initiated inspection of residential and commercial sites or buildings, as well as respond to complaint calls which may result in compliance expense to property owners. Incumbent works with substantial independence under the direction of the Environmental Quality Manager, and is responsible for activities of a staff of Environmental Inspectors.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Administers compliance programs with City/Parish Ordinances, for rural solid waste collection, grounds maintenance, solid waste disposal, hazardous or unknown substances, or unsanitary or unhealthy sites. Counsels citizens concerning economic compliance measures. Monitors solid waste collection, contractors' licenses and fee collections. Receives fees from collectors, provides reports and statements to auditors as required.

Prepares contracts or work orders as needed to abate violations. Reviews contracts, inspects work in progress, approves change orders, authorizes payments as appropriate. Receives and rules on exemption requests for solid waste collection in rural areas. Serves as Secretary to the Environmental Commission. Prepares drafts of ordinances. Attends court hearings on violation cases.

Forecasts needs for inspection activities, assigns priorities, and participates in preparation of appropriate budgets, justifies expenditures.

Personally attends to recurrent or unresolved complaint calls regarding City/Parish Environmental Ordinance compliance. Prepares reports for Division Manager, Departmental Director, Council, Elected Officials as necessary.

Interviews prospective employees, recommends appointment, evaluates performance of employees, recommends discipline/discharge where appropriate.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of all City/Parish Environmental Ordinances and their requirements on citizens and service providers.

Thorough knowledge of modern methods and materials used in solid waste collection, non-utility related sanitation and violation abatement.

Knowledge of applicable policies and procedures of budgeting, purchasing, contracting and related.

Knowledge of personnel rules and regulations as appropriate to supervision of section's employees.

Ability to establish and maintain effective working relations with employees, elected officials and representatives of other utilities.

Ability to communicate clearly, verbally and in writing.

### **DESIRABLE TRAINING AND EXPERIENCE**

College level education in Environmental and/or Paralegal fields, supplemental by substantial professional experience in residential compliance with solid waste and related environmental or sanitation ordinances, or an equivalent combination of education and experience.